

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Group Leader 2 #50317621

**ANNOUNCEMENT NO.** 008-2016

**SALARY:** SS-412 / Minimum \$27,664 / Maximum \$58,240 annually

**LOCATION:** LANG-YCP-CM, Camp Minden, Minden, Louisiana

**OPEN:** 14 January 2016

**CLOSE:** 27 January 2016

**NOTE:** Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

#### A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Active Military Soldiers; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Senior Noncommissioned Officer with related experience in the supervision of multiple levels of employees. Must have strong organizational and managerial skills. Must be able to work variable, irregular hours and weekends to support training of cadets. Must complete or have completed the Cadre Program Instructor Course (CPIC) within six months of employment. Must be proficient in MS Office (Word, Access, Excel, Power Point, Outlook). Must be CPR and CPI certified.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a CAC Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

**4. POSITION DESCRIPTION:** Primary advisor to the Commandant pertaining to administrative and training issues. The Operations Sergeant/Cadre Trainer's duties and responsibilities are as follows: Ensure that cadet operations run seamlessly. Draft, prepare and finalize training schedules, coordinating with the Activities Coordinator and other department leads as necessary. Responsible for the preparation and maintenance of department time and attendance records, ensuring they are completed in accordance with required timelines. Prepare and distribute the daily report. Prepare, coordinate, publish changes and distribute cadet KP rosters. Input cadet leadership assignments, detail assignments, disciplinary actions, promotions, PT scores, and assessments into the YCP database. Responsible for the completion of Forms 1 and required documents as directed by the Commandant in the hiring, termination and transfers of Cadre department personnel. Responsible for the maintenance of and tracking of all PERS documents; ensure PERS documents are completed, accurate and turned in prior to the required suspense dates; maintain a separate file for PERS documents. Responsible for the maintenance of personnel records, to include, but not limited to hiring documents, evaluations (PERS), training documents, transcripts, pay records, signed policy letters, counseling documents, incident reports, awards, termination documents, etc. Assist Cadre in the completion and turn in of work orders for repair/maintenance of YCP facilities. Responsible for the reception, inspection, and distribution of cadet mail, ensuring it is routed properly. Responsible for training newly assigned personnel to perform their duties prior to assignment to a platoon; responsible for ensuring currently assigned cadre are kept current in their qualifications. Responsible for tracking, maintaining records and ensuring that all personnel in the Cadre department perform any required training and sign the required rosters/sign-in documents as appropriate prior to any required suspense date. Uphold the standards and policies of the YCP-CM program. Maintain communication with all YCP-CM leads/staff. Maintain an open line of communication and coordination with the Camp Minden facility representatives as required for daily operations. Communicate with cadet parents/guardians as needed. Assist in development and implementation of cadet handbook provisions and life skills training. Participate in other instructional programs as required. Work closely with leads to insure that rules and regulations are followed to accomplish the mission of YCP. Assist the Commandant in maintaining and updating the Standard Operating Procedures for the Cadre Department. Maintain assigned equipment (radios/batteries, golf cart(s), van(s), etc.). Completion of SHARP Training and fosters sexual harassment free environment. Complete all LMD training requirements annually. Perform other duties as assigned.

**5. APPLICATION PROCEDURES:** All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2015/10/LMD-H-Form-10-State-Application-1.pdf>** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

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